

**ALL SAINTS' HEALTH AND SAFETY RISK ASSESSMENT
MAIN HALL, ROOMS AND CORRIDORS**

Maximum Risk:
Probability '5', Impact '5' - Risk Rating 25

	Risk/Hazard	Probability	Impact	Risk Rating	Actions	Responsibility
1	Hall not ready for use for intended activity	1	3	3	On first entering hall, new user to carry out on-site inspection to ensure hall fit for intended activity	Hall Users
2	Injury caused by slips, trips or falls	2	2	4	Maintain good lighting conditions	Vestry/Hall Users
					Immediately clear any spillages	Hall Users
					Place entrance mats to avoid rain water being carried in	Vestry
					Avoid laying trailing leads and cables	Hall Users/Cleaners/Contractors
					Avoid cluttering corridors	Hall Users/Cleaners/Contractors
3	Injury/Scalding suffered from hot liquids generated by people using small kitchen	2	2	4	Kitchen area only to be used under supervision or 'Agape Rota' member or Member of Vestry	Agape Volunteer/Vestry member
					Protect trailing leads from sockets to coffee machine by placing protective 'table barrier' round kitchen area when in use	Agape Volunteer/Vestry member
4	Injury or accident resulting from working at height	3	3	9	Working at height to be carried out only when at least two people present	Hall Users/Cleaners/Contractors
					Only appropriate equipment/ladders to be used	Hall Users/Cleaners/Contractors
					Entrance to balcony area is forbidden	Hall Users/Vestry
5	Injury or accident caused by manual handling of stored/stacked equipment	2	3	6	Care to be taken in storing and stacking of equipment/chairs etc. Chairs only to be stacked 5 high	Hall Users
					Care to be taken in use of equipment/chairs from a stacked position	Hall Users
					Heavy equipment only to be moved when at least two capable people present	Hall Users/Contractors
					Trolleys to be used when necessary	Hall Users/Contractors

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6	Shocks or burns suffered when using electrical equipment	1	3	3	Fixed electrical installations only carried out by qualified electricians and inspected regularly	Vestry
					Portable appliances checked regularly (PAT tested annually)	Vestry/Hall Users
					On-site equipment and appliances to be used only with care	Vestry/Hall Users/Volunteers
					Any imported equipment used for activities must carry an electrical safety certificate (PAT tested)	Hall Users
7	Injury/accident to persons working/using hall alone	2	2	4	On-the-spot inspection to be carried out to ensure safe environment when entering Main Hall	Employee/Hall Users/Volunteers
					Fully functioning mobile 'phone to be carried to call for assistance	Employee/Hall Users/Volunteers
8	Injury/Irritation caused by mishandling of cleaning/hazardous substances	2	3	6	Only use products/substances as directed on label	Employee/Hall Users/Volunteers
					Wear protective clothing (eg, strong rubber gloves) where necessary. Never transfer substances/products to unmarked containers	Employee/Hall Users/Volunteers
					Store all products/substances securely	Employee/Hall Users/Volunteers
9	Need for evacuation causes confusion and panic	2	3	6	When hall in use for large number of people all exits to be unlocked and clear of obstruction	Hall Users/Vestry
					Evacuation Marshalls to be appointed	Hall Users/Vestry
10	Harm to children whilst in Church and its surrounds	1	4	4	Child Protection Policy in place and reviewed regularly	PVG Co-ordinator and Vestry
					Contact Numbers of appropriate Authorities on noticeboards	PVG Co-ordinator and Vestry
					Each Person working in positions of Trust from 2003 has a Disclosure Certificate	PVG Co-ordinator and Vestry
					Hire Agreement to contain specific clause on PVG for signature by Lessee	PVG Co-ordinator and Vestry